

DeVoni D. Gale



SUMMARY: 30 years of increasingly responsible experience in Acquisition Planning and Management, Project Management, Strategic Management, and Project Execution through the use of streamlined acquisition methodologies and processes.

EXPERIENCE: 1991 to Present, U.S. General Services Administration

**MAS National Training Coordinator 2019 to Present -Multiple Award
Schedule (MAS) Program Management Office (PMO)**

- Oversee training programs, staff and budgets for the entire MAS Acquisition Community
- Responsible for creating and implementing content and materials for training programs
- Asses employees' needs for training
- Align training with the organizational goals
- Worked with vendors to direct with updating and or creating training materials
- Assist with teaching training methods and skills to instructors
- Evaluate the effectiveness of training programs and instructor
- Searching for gaps in training content and material that need updating to generate higher productivity
- Researching new training materials that can enhance training effectiveness and value to employees
- Training may be in the form of a video, self-guided instructional manuals or on an online application (computer) as well as in person
- Ensure the training methods, content, software, systems and equipment are appropriate.

Training Coordinator: Strategically plan and facilitate training related to the MAS program. Work with various acquisition centers and portfolios to address training needs and gaps throughout the MAS Reform projects. Specifically the MAS Consolidation project. Pre-training tasks include ensuring presenters are prepared, presentations are reviewed, quiz questions are defined, create marketing for training, use the govdelivery system and dry runs are completed if needed. During training sessions I establish the meeting space, validate sound check, place the meeting in seminar mode, ensure all participants other than speakers are muted, introduce the presentation/presenter, state ground rules, manage email address collection, load presentation into the platform, link quiz for Continuous Learning Points (CLPs), and close out training. Post training tasks include processing all CLPs, get recording 508 compliant, place recorded versions on a google hub for the workforce to access at all times, and a quiz in the Online Learning University (OLU) for CLPs on demand training.

Project Manager: Lead a group of Subject Matter Experts across FAS regionally to create and deliver 3 MAS courses along with working with a consultant group for the Acquisition Workforce. My primary role was to facilitate, monitor, analyze performance and scheduling. This project required consistent communications across all stakeholders, enhanced persuasion skills and making sure the content reflects the organizational goals and objectives.

Project Manager: Lead for the Special Item Numbers (SINs) review team for the Integrated Project Team (IPT) for the MAS Reform. Utilized qualitative and quantitative analysis skills to review all SINs to move to the new NAICS methodology. This included leading a team of various acquisition professionals to review, analyze and determine the best fit for the SINs on the new contract. I planned, organized and coordinated monthly calls, assigned work, facilitated conversation, and reviewed final responses. Presented to the IPT and other management on the current status and output of this project. Successfully, removed duplication by taking almost 900 SINs to just over 320 SINs for the new contract.

Use negotiation and facilitation skills in any projects assigned, including those with detailed teams. This assists with gathering new ideas for improvements within the MAS program. Continue to communicate with various teams, management and senior leadership status of projects. Further bring a focus toward making information easier for the workforce and Industry to understand through training and interaction.

Complete projects related to continuous improvement. Reviewed and documented the entire path of the change process for the MAS contract, called a 1649. Able to gather consensus of what steps were needed and what path would make the process easiest for every stakeholder. This included detailed communication and change management with the current owners of the process.

Management and Program Analyst, 2005 to 2017 - Supplier Management Division

Mass Mod Transformation - The primary purpose of the mass modification transformation project was to hand over the entire platform, technical features, and deliver guidance and program procedures to all new mass mod owners within FAS Portfolios regionally.

Mass Mod Process Training— I produced a 100+ page mass mod training manual, and taught over 70 acquisition workforce employees (PCOs, ACOs and supervisors) throughout FAS. The training contains three parts including PowerPoint slides. Part I focused on the purpose of the training (initiation and execution phases). Part II covered mass mod post activities, contact information (meet and greet), how to process and retrieve mass mod data. Part III I facilitated with the new mass mod owners a live demonstration of how to process a mass mod thoroughly.

In an effort to complete the training effectively, I designed and organized a mass mod training schedule per portfolio. The training schedule extended 3 months out (Parts I thru III) with three days a week of training for approximately 1.5 – 2 hours either onsite or virtually.

Lead the FSSOnline, FSS19 mass mod web-based and system-based IQ team in several meetings

to ensure the new users will have access to the mass mod system. I also assisted with analyzing and writing the application as it relates to enhancements, system changes and requirements created to streamline the processes to accommodate the new users on a center basis. New user tables were created to show the Schedules overseen by the reporting office (portfolios) to restrict the user from being able to process mods from other reporting offices. I played an intricate role with many UATs to make sure the system enhancements were completed successfully.

Produced and developed the Ride Along Program (RAP). This initiative has allowed me to plan, promote and evaluate the business development activities of RAP in an effort to improve customer relationships, and increase the working relationship between Procurement Contracting Officers (PCOs) and Industrial Operations Analysts (IOAs). This initiative also was built to support the PCOs with making sound business contractual decisions during their pre/post award processes with the input from the IOAs. My experience in conducting research and analyzing and interpreting various management data, including guidelines and policies, to make logical decisions and improve efficiency has increased since the achievement of RAP. I developed a new program procedure for the RAP from a virtual perspective. Coordinated with the SIOAs and MIOAs with weekly meetings editing and updating the guidance as it relates to the new assessment. Created a pre-trip VRAP orientation for both the 1102 and IOA communities via PowerPoint.

This opportunity has allowed me to increase my planning/promoting and program management skills by collaboratively developing deliverables and/or processes by building a sustainable electronic survey instrument that entails a collection of key data. This data is captured to improve efficiency and receive feedback from the stakeholders. I frequently prepared and conducted briefings with senior leadership, as well as troubleshooting a wide range of issues or concerns to the technical developers to provide sound and authoritative technical guidance on all issues and recommend action plans in order to continue the program, project and system effectiveness.

The American Recovery and Reinvestment Act dated June 2009 (ARRA) program enhanced my qualitative and quantitative analyses and program evaluation skills. My knowledge on implementing new policies, procedures, guidance for the acquisition workforce strengthened. I administered and developed new systems for the program was challenging and rewarding; this included but not limited to, defining the scope, planning and delivering guidance, advising senior management officials on progress through chairing multiple meetings, coordinated and conducted public meetings, monitored and evaluated the performance of others in accomplishing the work, identified system problems and recommend corrective actions and evaluating the project for continual success.

Lead, supported, and facilitated the review of Federal Acquisition Service programs and procedures in accordance with the policy by the GSA Chief Acquisition Officer. Promoted quality and integrity throughout the acquisition lifecycle and ensured acquisition operating practices were consistent. Delivered value through acquisition and project management excellence. I had the experience in analyzing complex policy issues; assistance in developing, recommending and implementing policies and procedures related to FAS agency wide programs; and evaluating plans and information related to program objectives.

Prepare clear and concise written communications and make oral presentations; communicate effectively with diverse groups; operate various computer and standard office equipment; compute basic statistics including mathematical averages and percentages; set up and maintain database files and retrieve data to prepare reports; adapt to changing technology; organize and prioritize work; coordinate a variety of projects simultaneously; read, interpret, research, explain and apply laws, rules, regulations, policies and procedures relating to department/unit business; establish and maintain cooperative working relationships.

Coordinates and organizes events, conferences, workshops, and meetings; makes arrangements for presenters, location, travel, equipment, lodging, and food service; identifies target audience and sends out appropriate advertisements; maintains communication with speakers, vendors, and participants; orders, prepares, and assembles event handouts and related supplies and materials; organizes and supervises registration and event set-up; coordinates event timeliness; assists in the review and compilation of workshop evaluations; performs follow-up activities.

CONTRACT SPECIALIST, 1994 TO 2005 - Office and Scientific Center

Developed specialized contractual clauses/provisions for solicitations. Served as lead negotiator and determined when oral or written discussions are appropriate to be conducted with the responsible offerors. Performed contract administration on complex, controversial and/or high dollar value acquisitions and established contracts. Provided sound contractual advice and assistance to government agencies, program offices and team members in carrying out assignments. Prepared determinations, findings, and solicitation documents. Conducted pre-proposals conferences with prospective contractors to arrive at a clear understanding of what is required under the proposed contract. Planned the negotiation strategy; coordinated with the negotiation team, and other necessary activities such as legal counsel, audit and subordinate activities. Reviewed and analyzed pre award audit and pricing reports to develop negotiation strategies. Performed price and/or cost analysis and made price reasonableness determinations. This analysis synopsized the discounts and major concessions offered to the Government. Conducted market research, reviewed acquisition history, collected and analyzed market data, determined the extent of competition, planned source selection, selected terms and conditions of the solicitation. Acted as a supervisor/director over 40 associates during my tenure as a Contract Specialist.

Detailed position as an e-Buy coordinator assistant supported the coordinator with internal and external training. Training on what is e-Buy and what value does it add? How does e-Buy work in terms of being the buyer and seller? Also what benefits do the government agencies as well as the contractors receive when using e-Buy? Training included giving PowerPoint presentations, applied experience and serving as a troubleshooter when the program (software) had to be enhanced. Created and published e-Buy brochures for both the buyer and seller. As an e-Buy coordinator I enhanced my communication skills, by demonstrating e-Buy on-line holding promotions by visiting federal government agencies and private sectors. I also was involved in press conferences and events. I developed proactive interpersonal communications strategies and produce documentation in support of agency programs and policies.

PROCUREMENT ASSISTANT, 1991 to 1994 - Office and Scientific Center

Provided administrative, data entry and technical support for GSA contracting officers.

Furnished information to contractors and customers concerning all procuring activities.

Maintained liaisons with persons directly involved in Government contracting on a routine basis.

FAR SECRETARIAT, 1991 to 1991 - Office of Government Policy

Printed, published, distributed and updated the FAR text in response to changes initiated by the General Services Administration, Department of Defense and the National Aerospace Administration.

Prepared and issued Federal Acquisition Circulars, which contain replacements for amended FAR pages.

EDUCATION:

Fulfilled Bachelor Business Administration (BBA) - Strayer University

Fulfilled Associate's Certificate in Project Management -The George Washington University School of Business

FAC-C Level II Certification - Recipient

REFERENCES: Upon Request